

Air Force Scientific Advisory

Board
Integrity - Service - Excellence

Tech & Exec Roles and Responsibilities



U.S. AIR FORCE





U.S. AIR FORCE

Administrivia



- **SAB online - Web pages should contain study info**
 - ☞ **Tech Advisors Maintain**
- **Working to provide everyone remote access to our server**
 - ☐ **Repository for studies**
 - ☐ **Software req'd for access - FTP Access (on CD)**
- **Blanket travel orders this year for members**
 - ☐ **We need to know if Tech/Exec/Mbrs are doing leave or other unique adj's**
 - ☐ **Call travel person at SAB office**
 - ☐ **Detail in Meeting Request Form Remarks**
- **If Tech/Exec files voucher locally, we need a copy**
 - ☐ **We prefer you file through our FAST system**



U.S. AIR FORCE



Technical Advisor Responsibilities



U.S. AIR FORCE

Technical Advisor Responsibilities



- **Take notes at meetings**
- **Keep reference library for panel**
 - 📄 **Literature Searches for appropriate documents, articles, etc.**
- **Collect presentations given to panel**
 - ▢ **Electronic versions if possible**
 - ▢ **Collect appropriate Security Classification Guides**
 - ✓ **If Classified send to AF/SB**
- **Prepare Panel Presentations when needed**
 - ▢ **Power point 97**
 - ▢ **Electronic versions of presentations collected will be useful**
- **Organize the Panel report - Word 97 Template**
 - ▢ **Section for Summary Volume**
 - ▢ **Panel Appendix**
- **Back up Executive Officer**



U.S. AIR FORCE



Executive Officer Responsibilities

Executive Officer Responsibilities

➤ Provide Guidance to the Panel on:

- ☞ Operational Expertise**
- ☐ Technical Knowledge**
- ☐ Identifying who, what, and where to facilitate the Panel's fact finding**
 - ✓ Panel Chair or SAB Member should contact Commander's or Directors of Organizations to Request Visits**
 - ✓ *Many times - Exec Officer will request on behalf of the chair***
 - ✓ *Work with Panel Chair to finalize agendas and briefers***

Executive Officer Responsibilities

- **Arranging logistics for SAB Panel Meetings**
 - ☞ **Panel members are DV-4's (3 star equivalents)**
- **Provide organization needed details**
 - ☞ **After Panel Chair has contacted Organization**
 - ☐ ***Who, What, Where, When***
 - ☐ **if needed - prepare Intro Memo for HQ USAF/SB signature**
- **Prepare Meeting Request form**
 - ☐ **We need to announce meeting in the Federal Register 30 days prior**
 - ☐ **AF/SB sends visit request (clearance)**
 - ☐ **Panel members should make reservations through our travel agent to get Government fares**
 - ✓ **You can call Carlson Wagon Lits (202)882-0303 or 1-800-756-6333 and request itineraries**
- **See Checklist !!!**



U.S. AIR FORCE

Executive Officer Responsibilities (cont)



- **Contact Members (Make sure they receive info)**
- **Make sure organization's protocol office is contacted**
- **Take attendance at meeting and provide attendance sheet AF/SB or input into SAB Database**
- **After meeting prepare thank you letters as appropriate to organization**
- **Back Up Technical Advisor**